



Foreign Affairs Manual

VOLUME 9 – Visas

Change Transmittal: VISA-709

Date: February 23 2005

9 FAM PART IV APPENDIX E, 600 INSTRUCTIONS FOR CORRESPONDENCE TO U.S. GOVERNMENT ADDRESSEES IN THE UNITED STATES, OTHER THAN MEMBERS OF CONGRESS

9 FAM PART IV APPENDIX E, 700 INSTRUCTIONS RELATING TO CONGRESSIONAL CORRESPONDENCE

9 FAM PART IV APPENDIX E, 900 TICKLER SYSTEM FOR CORRESPONDENCE CONTROL

Changes

1. 9 FAM Appendix E, 600 Instructions for Correspondence to U.S. Government Addressees in the United States, Other Than Members of Congress, 9 FAM Appendix E, 700 Instructions Relating to Congressional Correspondence, and 9 FAM Appendix E, 900 Tickler System for Correspondence Control have been revised.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in italics and dark magenta. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in

the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove 9 FAM Appendix E, 600, (TL:VISA-119, 07-03-1005, 1 page) and insert (CT:VISA-709, 02-23-2005, 1 page).
2. Remove 9 FAM Appendix E 700, (TL:VISA-269, 05-02-2001, 3 pages) and insert (CT:VISA-709, 02-23-2005, 3 pages).
3. Remove 9 FAM Appendix N 900, (TL:VISA-269, 05-02-2001, 4 pages) and insert (CT:VISA-709, 02-23-2005, 4 pages).
4. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:VISA-709, and initial.

Distribution Notice

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(CA/VO/L/R)